

OAK RIDGE MEADOWS HOA CLUBHOUSE RENTAL POLICY

Policy Purpose

The purpose of this policy is to document the clubhouse rental policy. This is an operating policy and does not supersede the Oak Ridge Meadows Articles of Incorporation, By-Laws, or Declarations of Covenants, Conditions and Restrictions.

SCOPE

WHEN RENTING THE “CLUBHOUSE” THE ONLY AREA BEING RENTED IS THE UPPER FLOOR WHICH INCLUDES THE KITCHEN, 2 BATHROOMS, MAIN MEETING ROOM AND THE DECK. ACCESS TO THE DOWN STAIRS AREAS AND THE FENCED IN AREA INCLUDING THE POOL ARE NOT INCLUDED IN THE RENTAL AGREEMENT.

RULES

1. Oak Ridge Meadows homeowners in good standing may rent the clubhouse. Tenants may rent the clubhouse, however, they must notify their landlord or rental agent of their intentions. The rental fee must be submitted to the Clubhouse Chairperson upon confirmation of the reservation.
2. The clubhouse is a **non-smoking** environment. Smoking is permitted outside the building only. Ashtrays are provided outside for the proper disposal of smoking debris.
3. All residents and guests shall use the clubhouse at their own risk. The Association is not responsible, without limitation, for loss, theft, or damage to persons or personal property.
4. Maximum occupancy of the clubhouse is 120.
5. All fire and safety regulations must be met at all times. Knowledge of such regulations is the responsibility of the renter. A fire extinguisher is located in the kitchen. The NC fire code forbids the use of outdoor grills anywhere within 10 feet of the clubhouse. Anyone desiring to use an outdoor grill must request permission prior to the rental date and the Clubhouse Chairperson will provide instructions of approved areas to set up.
6. Rental of the clubhouse includes **only** those areas described above in the Scope.
7. Decorations can be fastened to the walls and beams using only non-permanent adhesives and fasteners. Any damage to the walls or paint will result in a deduction from the security deposit.
8. The Association provides all bathroom supplies.
9. Parking is not permitted on the grass around the clubhouse/pool. Parking is permitted in visitor and unmarked spaces only. Reserved owner parking spaces are not available for clubhouse events.
10. The clubhouse can be rented up to one year in advance.
11. The clubhouse rental period is one day. One day is a 24-hour period to be determined by the clubhouse chairperson in coordination with the renter to allow for setup, cleanup, and in consideration of rentals that may be occurring before and after the rental time.
12. One person may have no more than 4 clubhouse rental reservations at once.

13. Events sponsored by the Board of Directors or one of its sanctioned committees are not subject to the clubhouse rental fee.
14. Malicious damage to the clubhouse facility or surrounding common area can result in permanent privilege suspension and/or prosecution at the discretion of the Board of Directors.
15. Persons who violate this policy are subject to having rental privileges suspended by the Board of Directors.
16. **All rentals are subject to the City of Greensboro Noise Ordinance. It is the renter's responsibility to review these ordinances set by the City. The most current noise ordinance can be found by searching the following url: <http://library.municode.com/index.aspx?clientId=10736>.**

CLUBHOUSE RENTER'S ROLE AND RESPONSIBILITY

The individual renting the clubhouse *must*:

1. **Be in attendance throughout the duration of the function.** It is expected they will monitor guests' behavior to ensure compliance with the clubhouse rules and prevent damage. The renter's privileges may be suspended or revoked for guest violations of clubhouse rules or damage caused by their guests.
2. Be responsible for the safety of the attendees. Arrange safe transportation for any intoxicated persons.
3. Empty and clean the refrigerator after each rental. Turn the ice maker to off.
4. Remove all litter/garbage/decorations from the clubhouse after each rental. Garbage should **not** be placed at the clubhouse – **the renter must remove the garbage to his or her own unit.**
5. Properly lock the clubhouse when the rental period has ended including deadbolts on French doors and main doors. Lock the door at the bottom of stairs.
6. Return the thermostat to 68° (winter) or 75° summer at the conclusion of the event.
7. Turn off all lights and fans except for the deck/porch lights.
8. Clean the clubhouse after the rental. This includes the kitchen appliances, floors and bathrooms. A vacuum cleaner is available for use. The renter should provide all other cleaning materials. The carpets and furniture must be returned to the original placement prior to the rental.
9. All amenities i.e. food, plates, serve ware are the responsibility of the renter. One extra large capacity trash bag is provided the renter responsible to bring extras.
10. In the event of loss of the keys the renter will be charged any locksmith fees to replace the clubhouse keys.

FEES

The rental fee and security deposit are due at the time the reservation is confirmed with two (2) checks made payable to "Oak Ridge Meadows." Both the rental fee and the security deposit must be paid by separate checks. The Association will not accept checks from a 3rd party

Rental Fee

Effective September 1, 2015 a graduated rental fee structure is being instituted as follows:

- 25 or fewer guests -- \$50.00
- 26-50 guests -- \$75.00
- 51-120 guests -- \$100.00

For multiple rentals the fee is based upon the number of rentals that the renter has had in the calendar year.

- Rental 1 – 5 full rental rate based on the graduated rental fee structure
- Rental 6+ - 20% discount based on the graduated rental fee structure

Security Deposit

The security deposit is \$250.00.

The security deposit will be returned after conclusion of the event when it is determined there is no damage to the clubhouse as a result of the event, and the keys are returned.

CLUBHOUSE CHAIRPERSON'S ROLE AND RESPONSIBILITY

1. Maintain the clubhouse rental calendar, coordinate with Management Company.
2. Maintain a copy of the dimensions of the clubhouse main room, dimensions of the oven, number of tables and chairs and other pertinent clubhouse facts. This information is available to renters upon request.
3. Provide the renter with access to the clubhouse to see the room prior to rental. Renters requiring subcontractors, family members or others to see the clubhouse should arrange to have those visits coordinated with this appointment, as other access to the clubhouse will not be permitted.
4. Submit clubhouse rental fee check at the time of reservation confirmation.
5. At a mutually convenient time, provide the renter with the clubhouse keys and collect a check for the security deposit (\$250.00).
6. Perform a final inspection with the renter after the event is complete and at a mutually agreeable time. Obtain the clubhouse key from the renter at the time of the inspection.
7. Return the security deposit to the renter after a final inspection, only if no clubhouse damage is found and if the renter cleans the room and removes the trash.

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